



## LAKE HAVASU CITY

Community Recreation Center Facility Use Permit

100 Park Avenue

Lake Havasu City, AZ 86403

Phone: (928)453-8686

Fax: (928) 453-1133

Email: parknrec@lhcaz.gov

Date Received

Please complete and return to Parks & Recreation Office

Name of Individual or Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date (s) of Use: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Date & Time Requested for Set-up : \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Estimated Number of Attendees (including performers, staff, etc.) Youth \_\_\_\_\_ Adults \_\_\_\_\_

Will you implement a charge for the event? Yes ☐ No ☐

Will food be served ? Yes ☐ No ☐

Does event require bar set-up? Yes ☐ No ☐

Will you have merchandise for sale? Yes ☐ No ☐

If yes to above, do you have LHC business license? Yes ☐ No ☐

Will you require use of sound equipment? Yes ☐ No ☐

Please give brief description to any " Yes" answers above: \_\_\_\_\_

All customers are responsible for abiding by local, state and federal laws. Services will be null and void if any infractions occur.

Room(s) Requested: Please check with main calendar to determine what room(s) will best meet your needs.

Please check all applicable areas for your event.

Relics & Rods Hall ☐

Stage ☐

Kitchen Area ☐

Room 152 ☐

Room 153/154 ☐

Room 155/156 ☐

Jane Camlin Room

Parking lot area \_\_\_\_\_

If your event also requires use of the Aquatic Center, please fill out additional permit.

**Room Set-up : Please indicate how you would like to have the room set-up.**

Horseshoe (U) Set-up with tables: How many people \_\_\_\_\_

Classroom Style with tables and chairs: How many people \_\_\_\_\_

Theatre Style (just chairs) : How many people \_\_\_\_\_

Head Table: \_\_\_\_\_

Will you require use of an overhead projector? \_\_\_\_\_

TV/VCR is available in all meeting rooms.

Please supply us with any additional information, requests or instructions that will be needed for your event: \_\_\_\_\_

### PLEASE READ CAREFULLY PRIOR TO SIGNING

Permittee agrees to hold Lake Havasu City harmless and will indemnify Lake Havasu City for damages sustained as a result of any injury or property damage for which Lake Havasu City may be held responsible for as part of this request for use of City property.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INSURANCE REQUIREMENTS

Lake Havasu City requires the organization or group utilizing the Recreation/Aquatic Center to be covered by insurance. A certificate of Insurance must be filed with the Park and Recreation office prior to use of the facility. The certificate of insurance must indemnify the City and the Parks and Recreation Department for limits of \$25,000 property damage and \$200,000/\$300,000 bodily injury coverage for groups where only members are in attendance, and \$1,000,000 coverage for events open to the general public. The certificate of insurance must provide that Lake Havasu City will be given at least ten (10) days advance written notice in the event of cancellation or material change in coverage. In the event of unusual circumstances, the insurance requirement may be waived by the administrator in charge. Any requestor must name Lake Havasu City as additional insured.

### FOR OFFICE USE ONLY

Room 152 (\$15 for 3hrs. \$10 ea. additional hr.) total hours of use \_\_\_\_\_ TOTAL \_\_\_\_\_

Room 153/154 (\$40 for 3 hrs. \$10 ea. additional hr.) total hours of use \_\_\_\_\_ TOTAL \_\_\_\_\_  
Use of 1/2 the room is \$20 for 3 hrs. \$10 ea. additional hr.)

Room 155/156 (\$50 for 3 hrs. \$10 ea. additional hr.) total hours of use \_\_\_\_\_ TOTAL \_\_\_\_\_  
Use of 1/2 the room is \$25 for 3 hrs. \$10 ea. additional hr.)

Jane Camlin Room (\$40 for 3 hrs. \$10 ea. additional hr.) total hours of use \_\_\_\_\_ TOTAL \_\_\_\_\_  
Use of 1/2 the room is \$20 for 3 hrs. \$10 ea. additional hr.)

Relics & Rods Hall \$400 for entire hall ☐ TOTAL \_\_\_\_\_  
\$200 for 1/2 hall ☐

**TOTAL DUE** \_\_\_\_\_

\$300 REFUNDABLE CLEANING DEPOSIT REQUIRED FOR ALL LARGE EVENTS IN RELICS & RODS HALL

**An additional worksheet is available for events that are offering alcohol.**